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AID-SOL-OAA-14-000170

Issuance Date: August 26, 2014
RFA Questions Due: October 21, 2014 12:00 AM EST
Closing Date and Time: November 03, 2014 12:00 PM EST
Subject: Request for Applications #: SOL-OAA-14-000170
RFA Title: Support to Agricultural Research and Development Program

The United States Agency for International Development (USAID), is seeking applications for Assistance Agreements for funding to support a program entitled "Support to Agricultural Research and Development Program". Please refer to the Program Description for a complete statement of goals and expected results. The U.S. Government (USG) Post-Earthquake Strategy in Haiti follows the Government of Haiti's Action Plan for National Recovery and Development of Haiti, complements the international community's efforts in Haiti, and targets sectors in which we can add the most value. Through USAID and our other USG partners, the USG is supporting four essential pillars of Haiti's development, one of which is Food and Economic Security.

Feed the Future is the United States Government's global hunger and food security initiative. It supports country-driven approaches to address the root causes of hunger and poverty and forge long-term solutions to chronic food insecurity and under-nutrition. Drawing upon resources and expertise of agencies across the U.S. Government, this Presidential Initiative is helping countries transform their own agriculture sectors to grow enough food sustainably to feed their people.

To support this effort the U.S. Agency for International Development is requesting applications from qualified organizations to implement the Support to Agricultural Research and Development Program, as described fully in **Section I** below. At the end of this agreement, USAID expects the implementer to achieve the following results:

- 1) The availability and implementation of improved agricultural production technologies and systems is increased
- 2) Agricultural technologies and nutrition information extension systems are strengthened

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate.

Subject to the availability of funds, USAID intends to provide approximately \$3,000,000 in total USAID funding to be allocated over the three (3) year period. USAID reserves the right to fund any or none of the applications submitted.

Award will be made to the responsible applicant whose applications offer the greatest value to the U.S. Government. Issuance of this RFA does not constitute an award commitment on the part

of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. Select "Find Grant Opportunities," then click on "Browse by Agency," and select the "U.S. Agency for International Development" and search for the RFA. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved at the discretion of the Agreement Officer.

Applicants should also note that the documents listed in this RFA under "Useful References" (if any) are intended only as sources for background information that may be helpful to applicants, but are not a part of this RFA. All guidance included in this RFA takes precedence over any reference documents referred to in the RFA. Any clarification questions concerning this RFA should be submitted in writing to Mr. Roderick Watson Contracting Officer, USAID/Washington in conjunction with USAID/Haiti, via email at rwatson@usaid.gov by the date listed above. If there are problems in downloading the RFA from the Internet, please contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov for technical assistance.

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement;" "Grantee" is synonymous with "Recipient;" and "Grant Officer" is synonymous with "Agreement Officer."

Applications are due no later than the date and time listed above. Applicants shall submit one original and three (3) copies of the technical application, and one (1) original of the cost application. Cost and technical applications shall be separately identified, with the name and address of the applicant and the RFA number (referenced above) inscribed thereon, to:

(By U.S. Mail or Commercial courier)

Stephanie Fugate, Contracting Officer
USAID/M/OAA/Special Initiative Development Partners
US Embassy
Boulevard 15, Octobre Tabarre 41
Port Au Prince, Haiti

In addition to hard copies, the applications must be submitted in electronic form to the attention of Roderick Watson, Contracting Officer, USAID/OAA/SIDP/Haiti, via email at usaid.oaa.sidp.si@gmail.com and to rwatson@usaid.gov. Receipt of applications will be confirmed. The total size of each attachment should not exceed 3 MBs. Every page of the application must be numbered. The application must have a table of contents. Large graphics files are discouraged. Attached file format must be Microsoft Word for word processed files and MS Excel for spread sheets, please note that if you submit in PDF format, USAID might request to submit applications in Microsoft Word and MS Excel. Attached file should be printable on 8.5" x 11" letter size paper.

Applicants must submit technical and cost portions of their applications in separate volumes. Budgets are to be submitted in unlocked Excel format with all formulas to demonstrate calculations. The award must be made to the responsible applicant(s) whose application(s) offer the greatest value.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. The final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of an agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution is via Grants.gov on the internet. This RFA and any future amendments can be downloaded from <http://www.grants.gov>. If you have difficulty accessing the RFA, please contact Roderick Watson at rwatson@usaid.gov. It is the responsibility of the recipient of the application document to ensure that it has been received from Grants.gov in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Sincerely,

/s/

Roderick Watson, Contracting Officer
USAID/M/OAA/Special Initiative Development Partners
US Embassy
Boulevard 15, Octobre Tabarre 41
Port Au Prince, Haiti

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ACRONYMS

AOR	Agreement Officer's Representative
BAU	Business as Usual
BEO	Bureau Environmental Officer
CGIAR	Consultative Group on International Agricultural Research
CRDD	Centre Rural de Développement Durable
EA	Environmental Analysis
EGAD	Economic Growth and Agricultural Development
EMBRAPA	Brazilian Agricultural Research Corporation
GDP	Gross Domestic Product
GOH	Gouvernement of Haiti
FAMV	Faculté d'Agronomie et de Médecine Vétérinaire
FTF	Feed the Future
MOA	Ministry of Agriculture
NGO	Non-Governmental Organization
NSP	Nutritional Security Program
RCE	Request for Categorical Exclusion
RFP	Request for Proposal
SARDP	Support to Agricultural Research and Development Program
USDA	United States Department of Agriculture

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

PROGRAM DESCRIPTION

The U.S. Government (USG) Post-Earthquake Strategy in Haiti follows the Government of Haiti's Action Plan for National Recovery and Development of Haiti, complements the international community's efforts in Haiti, and targets sectors in which we can add the most value. Through USAID and our other USG partners, the USG is supporting four essential pillars of Haiti's development, one of which is Food and Economic Security.

Feed the Future is the United States Government's global hunger and food security initiative. It supports country-driven approaches to address the root causes of hunger and poverty and forge long-term solutions to chronic food insecurity and under-nutrition. Drawing upon resources and expertise of agencies across the U.S. Government, this Presidential Initiative is helping countries transform their own agriculture sectors to grow enough food sustainably to feed their people.

To support this effort the U.S. Agency for International Development is requesting applications from qualified organizations to implement the Support to Agricultural Research and Development Program, as described fully in **Section I** below. At the end of this agreement, USAID expects the implementer to achieve the following results:

- 3) The availability and implementation of improved agricultural production technologies and systems is increased
- 4) Agricultural technologies and nutrition information extension systems are strengthened

Background

Agriculture is central to the Haitian economy, generating nearly 25 percent of GDP and employing more than 60 percent of the population. Although agriculture did not suffer the effects of the January 12, 2010 earthquake as severely or directly as other sectors, it is under increasing pressure to serve as a near-term engine for economic recovery and employment opportunities. The importance of jumpstarting agricultural productivity immediately has been echoed strongly by the Government of Haiti (GOH), the U.S. Government (USG), and throughout the international community.

The five-year Feed-the-Future/West project, also known as the WINNER project, started in June, 2009. The project was later modified to adapt it to post-earthquake strategies of the GOH and USG in 2010. Feed the Future/West is a multi-sectoral program that aims to increase incomes in the Port-au-Prince and Saint-Marc development corridors, as well as in the Mirebalais region for the mango value chain.

The purpose of Feed-the-Future/West is to implement broad-scale investments in agriculture in order to make selected productive plains more competitive. Feed-the-Future/West aims to promote agricultural intensification, sound natural resource management, and a modern post-harvest and marketing system.

To reach these objectives, Feed-the-Future/West brings together farmers, NGOs, agribusinesses and government actors to comprehensively increase productivity and post-harvest efficiency, and improve the management and protection of the corridor's key watersheds. Feed-the-Future/West uses a value chain approach for focus crops in the productive plains.

The project, scheduled to end in May, 2014, has achieved important results under the Feed-the-Future strategy. However, most of these results need to be strengthened to sustainably contribute to changes in the rural sector.

The proposed successor project, the Port-au-Prince (Cul-de-Sac plains)—Saint-Marc (Matheux and Saint-Marc watersheds) Partnership, will build on results achieved through Feed-the-Future/West (WINNER) to sustainably transform the agriculture sector, increase agricultural incomes, and contribute to improve the nutritional status of 60,000 households in the Cul-de-Sac and Matheux corridors, as well as in mango production areas. This activity will be implemented over a three year period, with more than one award instrument.

In conjunction with, and support of, the Port-au-Prince/Saint-Marc Partnership, USAID seeks Applications for a five year Cooperative Agreement to strengthen the Ministry of Agriculture's and the Haitian research community's ability to increase the availability of improved production technologies and systems and to strengthen the extension of those technologies through the proposed Support to Agricultural Research and Development Program (SARDP).

The SARDP also supports the USAID Forward Initiative. The SARDP will work with and through the Haitian Ministry of Agriculture and Haitian research institutions, as well as Haitian agribusinesses seeking to improve their operational effectiveness in production and outreach.

In line with USG commitments, USAID regulations and initiatives, and technical best practices, the SARDP will adhere to and mainstream a number of project core principles: the project will be country-led, build capacity of Haitian institutions, coordinate with and leverage the work of other donors and stakeholders, be results-oriented, be market-driven, build on past lessons¹, achieve scale through demonstration effects, and consider the gender and environmental implications of its work.

A. STRATEGIC OBJECTIVE AND OVERALL APPROACH

The objective of the Port-au-Prince/Saint-Marc Partnership, see www.fbo.gov for Solicitation Number SOL-OAA-14-000169 of which the SARDP is part, is to increase farmers' income and

¹ Refer to Annex 1 for an analysis of literature on past experiences.

resiliency in the Port-au-Prince and Saint-Marc development corridors. Food security of 60,000 households will be increased through collaboration with USAID's nutrition project (Nutrition Security Program- NSP) and the Partnership program's four intermediate results: 1) Agricultural Productivity Increased; 2) Watershed Stability above Selected Plains Improved; 3) Agricultural Markets Strengthened; and 4) Capacity of Local Organizations Strengthened.

The Port-au-Prince/Saint-Marc Partnership recognizes the natural, social, economic and ecological inter-connectivity between the uplands, lowlands and littoral zones within a watershed. In particular, the reality is that Haiti's degraded hillsides not only pose a major threat to agricultural productivity (as well as human safety) but also provide most of the plains' agricultural waters, as well as impacting coastal communities. The Partnership also recognizes different uses for land among the subgroups of the communities. As such it seeks to integrate productivity of staple and high-value crops in the lower fertile plains with strategic, market-driven land management activities in the upper hills and mountains. These land management activities will protect investments in the plains from flooding and sedimentation during the rainy season and increase supplies of water for irrigation in the dry season. Stabilizing hillsides will be achieved through a combination of market-driven and public works activities. Market-driven activities will include the promotion of high-value tree crops, permaculture, on-farm soil conservation measures through contour plantings and agroforestry and on-farm measures that harvest rainfall instead of letting it run-off. Public works will include the construction and maintenance of anti-erosion measures necessary for protecting high-potential lands but too large for individuals or producer groups to construct and maintain.

The overall Strategic Objective of USAID's Economic Growth and Agricultural Development Pillar is to increase food and economic security. To achieve this objective, local institutions must have the capacity to appropriate and consolidate results brought by donor projects. As described above, the Economic Growth and Agricultural Development office has designed the Port-au-Prince/Saint-Marc Partnership to increase productivity, stabilize watersheds and strengthen markets in the Port-au-Prince and Saint-Marc zones of intervention. **This Cooperative Agreement will strengthen the Ministry of Agriculture, the Haitian research community as well private agribusiness abilities to increase the availability of improved production technologies and systems and to strengthen the extension of those technologies.**

The overall project approach should increase the availability of improved production technologies and increase the effectiveness and efficiency of the extension of those technologies. This should be done in an inclusive and equitable way by improving the capacity of the Ministry of Agriculture and the Haitian research community and their national and international partners to deliver those services to producers, as well as to commercial entities. This project is envisioned as part of the process of revitalizing the Haitian extension service and research community with the ultimate goal of transferring all responsibility of funding and operating the extension and research activities to the Ministry of Agriculture, the Haitian research community and private agribusinesses as appropriate. The applicant's approach must include a strategy that explains how the proposed capacity building activities will be transferred to the Ministry of Agriculture and the Haitian research community in a sustainable, inclusive and financially viable

way to ensure national ownership of these activities.

USAID's Policy on Gender Equality and Female Empowerment provides guidance on pursuing more effective, evidence-based investments in gender equality and female empowerment and incorporating these efforts into our core development programming. The goal of this policy is to improve the lives of citizens around the world by advancing equality between females and males, and empowering women and girls to participate fully in and benefit from the development of their societies. In order to achieve this goal, USAID investments are aimed at three overarching outcomes:

- Reduce gender disparities in access to, control over and benefit from resources, wealth, opportunities and services - economic, social, political, and cultural;
- Reduce gender-based violence and mitigate its harmful effects on individuals; and
- Increase capability of women and girls to realize their rights, determine their life outcomes, and influence decision-making in households, communities, and societies.

The project shall integrate gender issues and approaches into its activities as appropriate, and monitor and evaluate the implementation to ensure that the project does not have a negative impact of increasing any gender gaps.

Geographic Focus

The Cul-de-Sac corridor encompasses 475 square kilometers (km²) and includes the Port-au-Prince area, the country's mountainous area to the south of the city, and its foothills and plains. The corridor consists of two major river basins: River Grise and River Blanche, which flow to the Baie de Port-au-Prince just north of Port-au-Prince. The Cul-de-Sac corridor is a priority area for watershed management due to its degradation, as well as the consequences of the January, 2010 earthquake that further increased people's poverty and vulnerability to natural disasters.

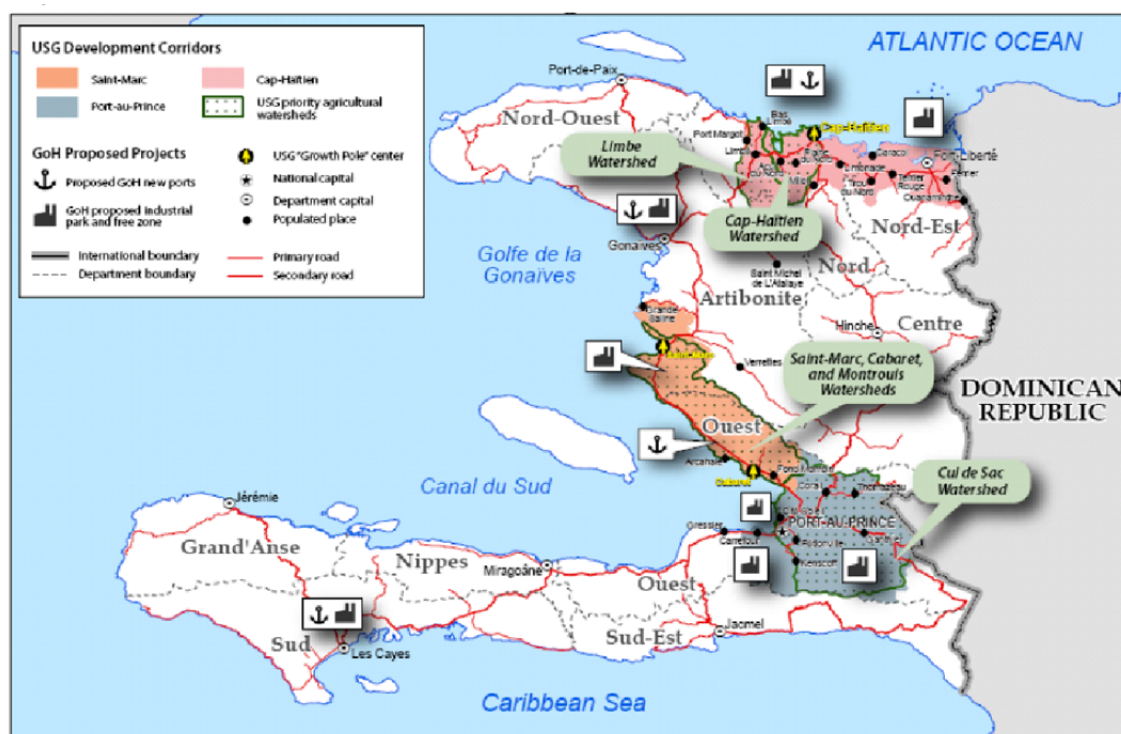
The Matheux corridor is characterized by a vast network of rivers and ravines concentrated in a relatively small area, such as the Courjolle, Bretelle, Torcelle, Manègue, Montrouis, Lanzac, Délugé, Pierre Payen and the Artibonite River that delimits the Saint Marc commune. These rivers and ravines represent serious threats of flooding for the towns of Cabaret, Arcahaie and the entire Saint-Marc commune. The Matheux corridor includes the littoral zone (Baie de St. Marc, Golfe de Gonave, and the Canal de St. Marc and Baie de Port-au-Prince, collectively known as Cote des Arcadins) and the upstream areas of the Matheux Mountains as well as the entire watersheds of the rivers located in the Saint Marc commune.

Note that the Port-au-Prince/Saint-Marc Partnership will be following on to the activities from Feed-the-Future/West (WINNER) in both corridors. WINNER's agricultural activities ended on May 31, 2014, though work continues on a river diversion structure on the River Grise. The successor Port-au-Prince/Saint-Marc Partnership will not necessarily work with the same group of beneficiaries or on the same activities. However, there will inevitably be some overlap

demographically and geographically, and the Port-au-Prince/Saint-Marc Partnership must build on WINNER's results.

Though the large majority of Partnership activities will take place in regions defined above, the natural market catchment areas for certain goods and services may extend outside the Port-au-Prince – Saint-Marc regions. That is to say, beneficiary organizations (producer groups, agribusinesses, etc.) in the targeted geographic area will be supported to find buyers and markets for their products, and those buyers/markets do not need to be in the Port-au-Prince/Saint Marc Corridors. In fact, it is the hope that products originating in the Port-au-Prince/Saint Marc Corridors will find markets throughout the country.

Additionally, and as described below, work in the production and export of mangos will extend beyond the corridor.



Project Objective and Results

The program objective consists of one main result and two associated sub-results, listed below. The program result and sub-results are interdependent. Consideration will be given to how the Applicant demonstrates how synergies will be developed across the sub-results. The Applicant is also free to propose additional sub-results if they are seen as necessary for achieving the project's objective. This RFA aims to be clear about the results it envisions while remaining flexible in allowing the Applicant to formulate technical approaches to achieve those results.

Objective: Increased Agricultural Incomes and Exports

Result 1: Agricultural Productivity Increased

Sub-Result 1.1: Knowledge and Availability of Improved Production Technologies and Systems Increased

Sub-Result 1.2: Strengthened Extension of Agricultural Technologies and Nutrition Information

Vision: Up to 60,000 households in the Port-au-Prince – Saint-Marc development corridors will benefit from increase food security through increased agricultural productivity, improved watershed stability above selected plains, strengthened agricultural markets and strengthened capacity of local organizations.

Result 1: Agricultural Productivity Increased

Vision: Peoples' livelihoods, and hence food security, will improve by enabling farmers to make their own choices from a set of multiple, sustainable and profitable agricultural production options. For the most part, target crops for productivity increases will be rice, corn, beans, plantain, and vegetables, with mango as an export crop. Other complementary crops, as part of annual production systems that support target crops, are eligible for activities that increase target crop productivity.

Sub-Result 1.1: *Availability of Improved Production Technologies and Systems Increased*

A broad and creative range of technical solutions has been implemented with varying degrees of success in different parts of Haiti. The Applicant will describe how its approach will identify, document, and make available technologies, inputs and systems that address the production challenges faced by men and women farmers in the targeted areas. The approaches should strengthen resiliency to natural challenges as well as increase production for various types of farmers, including the ones who work on productive home gardens.

The Applicant's discussion should include how it will leverage knowledge and expertise from existing institutions, such as the Ministry of Agriculture and associated bodies, centers of applied research in Haiti, land grant universities with successful experience in Haiti, including Innovation Laboratories (formerly known as CRSPs), NGOs, international research centers and private

agribusinesses, and ways for supported institutions (if applicable) to continue operating following the project's end.

In order to carry out the activities of this Cooperative Agreement, the Applicant shall consider the following approaches:

1. Build the capacity of the FAMV and the broader Haitian research community to be able to conduct original research and produce solutions to identified problems to increase agricultural production and productivity throughout the Haitian agricultural systems. This could include, illustratively, joint research, 6-month training in a land grant university for graduating students, a Masters' program, provision of laboratory and micro-propagation/tissue culture equipment and research management and grant application capacity building.
2. Partner with local, regional and international research organizations, such as the Applicant's land grant university networks and consortia, the Innovation Laboratories (formerly known as CRSPs), the CGIAR, Brazil's EMBRAPA, etc., to further Haitian agricultural research goals.
3. Support existing CRDDs to establish their decentralized research missions, consistent with Ministry of Agriculture objectives, and long-term and sustainable financing of their research and extension capabilities.
4. Build the capacity of the Ministry of Agriculture to work with the Haitian research community to both:
 - a. Identify research priorities including, but not limited to, identifying emerging problems or opportunities for Haitian agriculture for national and international markets;
 - b. Conduct applied research; and
 - c. Disseminate the research results, as well as new production technologies, to the end users.
5. Build the capacity of the Ministry of Agriculture to coordinate with other Haitian Government Ministries, including but not limited to the Ministries of Health, Environment, Women, Social Affairs, Paysannerie and Plan in order to maximize the positive impact on the end users of all of the complementary GOH programs.

Sub-Result 1.2: *Strengthened Extension of Agricultural Technologies and Nutrition Information*

On the slopes, agricultural extension and technology transfer messages and demonstrations should show that watershed stabilization systems that reduce run-off can also increase agroforestry productivity and resilience. On the plains, the extension messages and demonstrations should transfer new agricultural production technologies and best land/pest management practices for the target crops (and complementary crops) that have been tested in agricultural research centers, including the Sustainable Rural Development Centers (*Centres ruraux de développement durable*, CRDDs) established under Feed-the-Future/West (WINNER). It is the expectation that these agricultural technologies and practices will be adopted and

adapted by a significant proportion of the target population during and after the project. Therefore, in its approach, the Application must describe how it will support the work of the Ministry of Agriculture and the CRDDs and assist them in fulfilling their roles as agricultural research and extension training centers. The Application must describe how it will work with the Ministry of Agriculture and the CRDDs to strategically establish demonstrations and communicate the benefits of new agricultural technologies (including micro-propagation and tissue culture), practices and systems to convince and educate farmers on both the slopes and plains of the targeted watersheds.

Extension of agricultural techniques and systems also provides an excellent platform for the dissemination of information about good nutrition practices. In line with supporting FTF key objectives relating to nutrition, the Port-au-Prince/Saint-Marc Partnership will integrate nutrition education with agricultural extension messages, focusing on improved nutrition to vulnerable groups, particularly pregnant women and children under two. Tools have been developed by the Ministry of Health and the USAID-funded, three-year Nutrition Security Project that will be used for this purpose.

The Ministry of Agriculture, through its regional (department level) and municipal (commune level) offices, was historically the main provider of agriculture education and extension services. However, the capacity of the Ministry to deliver these services over the last few decades has decreased considerably, and now extension services—where available—are provided by a wide number of actors, including local and international NGOs, private sector and civil society organizations. In close collaboration with the USDA PASA and donors such as the Inter-American Development Bank and the World Bank, the Partnership project will strengthen the capacities of the Ministry of Agriculture, Haitian universities, and the private sector to successfully manage an extension system.

Most importantly, the Applicant will work with the contractor selected under the Partnership and the Ministry of Agriculture to fully integrate the Partnership project extension services and the Ministry of Agriculture extension services – in terms of extension training curriculum, extension approaches, staffing and pay scales – by the end of the Partnership project in year three. The cooperative agreement will build the capacity of local universities and the Ministry of Agriculture at the central level to conduct research and extension. The contractor will work with departmental and communal structures of the Ministry of Agriculture to disseminate research results and technologies.

As an active contributor to this Sub-Result, the Offeror for the Port-au-Prince/Saint-Marc Partnership will be required to describe how it will work with this Cooperative Agreement to strengthen the research and extension system.

The successful applicant will:

1. Assist producers to adopt inclusive and equitable technical, organizational and institutional innovations (note: not all producers are uniform and their particular access

to and type of land creates different challenges and opportunities. Proposals should outline the gender differences within various producer groups).

- a. Take inventory of existing technologies and techniques, agricultural practices, their strengths and weaknesses (to inform the research component)
 - b. Transfer generated technologies to the appropriate MOA entities through onsite training (focus crops, high-nutritional-value crops, support crops, micro-propagation and tissue culture). Further dissemination will be part of the RFP. Proposals should outline specific plans for identifying and assessing approaches that would be most targeted and effective for both men and women
 - c. Conduct a gap analysis of the extension system of the MOA; centrally, regionally and at the commune level
 - d. Provide organizational and institutional support to the MOA extension system. The cooperative agreement should also aim to help the Ministry develop capacity to design and implement a plan for covering recurring costs for research and extension services
 - e. Work with selected Offeror and the Ministry of Agriculture to fully integrate the Partnership extension services with the Ministry extension services- in terms of extension training curricula, extension approaches, staffing and pay scales within the Partnership zones of influence by the end of the Partnership program in year three
 - f. Develop, pilot, and transfer to the Ministry of Agriculture a strategy for extension services to engage women as farmers, processors, and traders
2. Increase agricultural productivity, production and income
 - a. Support MOA staff in developing with and for farmers cash flow analysis that will allow them to compare potential benefits under BAU scenario and adoption of new technologies/techniques
 - b. Support the MOA in producing brochures/messages related to developing techniques/technologies
 3. Improve food and nutritional security of the population
 - a. Inventory of high-nutritional-value crops cultivated in the corridor (to inform the research component)
 - b. Disseminate nutrition messages that engage men as well as women, developed by the Ministry of Health and the USAID-funded Nutrition Security Project, as part of its extension dissemination program
 4. Improve quality of marketed agricultural commodities
 5. Strengthen sanitary protection systems.

Project Management and Staffing Plan

The Applicant's program management approach will be very important in coordinating USAID's substantial involvement and providing joint direction in the implementation of the Award Recipient's program. Additionally, collaboration with other donors, GOH institutions and any proposed partners will require a cohesive team of professionals dedicated to advancing the objectives of the Program Description and advocating for the delivery of quality agricultural

research and development services to the targeted population. Therefore thoughtful consideration of the technical and administrative mix of staff, especially leadership and line management, will be important to the successful implementation of the strategic objectives.

The personnel section of the successful Application will include an appropriate balance of skills sufficient to achieve its objective and sub-objectives while also considering gender equity and women's empowerment. The program should employ a decentralized approach by positioning key personnel within appropriate targeted geographic areas that are responsible for achieving overall program objectives, where appropriate. Key personnel for the program should include:

Key Personnel

Project Administrator (COP)

- Advanced degree in a relevant field
- Spoken and written fluency in English and French
- Experience managing a project of similar size and breadth
- Experience with USAID project management (preferred) or similar work for other donors
- Proven record of achieving development impacts in a similar context
- Demonstrated ability to work and coordinate effectively with a wide variety of stakeholders, including national and local government, donors, community-based organizations, think tanks and universities, and the private sector

Director of Research

- Advanced degree in a relevant field
- Experience managing a project of similar size and breadth
- Experience with USAID project management (preferred) or similar work for other donors
- Spoken and written fluency in English and French
- Experience in the development of applied agricultural research
- Demonstrated ability to work and coordinate effectively with a wide variety of stakeholders, including national and local government, donors, community-based organizations, think tanks and universities, and the private sector

Additional essential strategic skills that should be present amongst the Key Personnel listed above or Non-key Personnel are:

Agricultural Extension

- Minimum bachelor's degree in a relevant field (agronomy, plant science, etc.)
- Fluency in Haitian Creole
- Spoken and written fluency in English or French, with working ability in both languages
- Experience in curriculum development and outreach strategies, management of extension systems

- Demonstrated ability to work and coordinate effectively with a wide variety of stakeholders

Institution/System Strengthening Expert

- Advanced degree in a relevant field (business, management, etc.)
- Spoken and written fluency in English or French, with working ability in both languages
- Proven record of achieving development impacts in a similar context
- Demonstrated ability to work and coordinate effectively with a wide variety of stakeholders

The Applicant should demonstrate what specific external resources and mechanisms exist to supplement the knowledge base of the core personnel throughout the project implementation.

Non-key Personnel: In addition to the Key Personnel, the successful Application will have sufficient other personnel to help implement the overall program, and to be available for short-, medium-, and long-term assignments. The successful Application will also include sufficient staffing to address technical and administrative aspects that may include (as mentioned above) but not be limited to the following areas of expertise: gender responsive approaches, community mobilization, institutional and human resource development, private sector partnerships, monitoring and evaluation, systems strengthening, hydrology, soils, Integrated Pest Management and other skill areas required for implementation. Illustrative support titles are as follows.

- Extension and Training: Environment Science and Compliance
- Environment/Natural Resource Management
- Natural Resource Management
- Biology
- Forestry/Agroforestry
- Water
- Soil Sciences

Gender/Social Science

- Social Sciences
- Gender
- Community Structure and Development
- Anthropology

B. THIS PROJECT'S STAKEHOLDERS

There are several stakeholders with important essential roles for the success of the Partnership Project and this Cooperative Agreement within it; some stakeholders have multiple non-competing roles:

Economic Growth and Agricultural Development Office, USAID/Haiti: The funder of the Partnership Project is the Office of Economic Growth and Agricultural Development (EGAD) of

USAID/Haiti. EGAD will work together with the Ministry of Agriculture and the Haitian Research Community to ensure that this multi-faceted project accomplishes all of its goals.

Ministry of Agriculture: MARNDR is one of the primary beneficiaries of this project's capacity building efforts and will be a core partner of both the selected Applicant and USAID. MARNDR will be involved in all aspects of the Partnership Project and the Cooperative Agreement at every stage.

Haitian Research Community: The Haitian Research Community or a subset thereof, is one of the primary beneficiaries of this project's capacity building efforts and will be a core partner of both the selected Applicant and of USAID. The Haitian Research Community will be involved in all aspects of this project at every stage.

E. USAID REPORTING REQUIREMENTS

The Recipient will adhere to all reporting requirements listed below. The exact format for preparation of and timing for submission of all reports will be determined in collaboration with the Agreement Officer's Representative (AOR), formerly referred to as the cognizant technical officer (CTO). In addition to any reports that may be requested via technical directions under program activities, the Recipient shall submit the following reports to the AOR, and when requested, to the Agreement Officer.

All reports shall be submitted by the due date for approval by the USAID AOR. In the case of multiple implementers such as joint ventures or consortia, the Recipient shall submit a single report consolidating all partners' activities, progress towards results, and analysis of impact.

1. Annual Work Plan

At the beginning of each Agreement year, the Recipient will submit an annual work plan for AOR approval, on a schedule established in the award document. The work plan will outline all ongoing activities that have been approved previously as a result of technical direction as well as benchmarks/results to be achieved over the course of the year. Recipients are encouraged to propose possible research projects for AOR consideration.

The annual work plan shall represent a joint work plan of the role of different partners in conducting activities.

2. Performance Monitoring and Evaluation Plan

At the beginning of each Agreement Year and in conjunction with the annual work plan, the Recipient will submit an annual performance monitoring and evaluation plan. The performance monitoring and evaluation plan will include specific benchmarks and indicators for measuring progress for all activities that are ongoing, and it will specify how data will be collected and analyzed for each of the benchmarks and indicators. Measurement will focus on both output and

outcome data, showing the specific impacts and results of program activities. As part of each annual performance monitoring and evaluation plan, data will be provided for each benchmark and indicator, including baseline data and any data collected to date. The performance monitoring and evaluation plan will also highlight how data collected will show the impact and effectiveness of program approaches and methodologies employed, and the plan will contribute toward enhancing understanding of best practices.

For all activities, the Recipient will be responsible for establishing and maintaining a performance monitoring and evaluation plan with appropriate indicators linked to each intermediate result, a process to collect data on program performance in a timely and cost-effective manner, and a system for analyzing and using this data to consistently improve program performance. Specific life-of-program targets will be agreed upon with the AOR. Milestones and benchmarks toward achieving these results will be set out. Performance monitoring will measure progress in program implementation against these benchmarks. The Recipient will also be responsible for establishing a baseline within the first year of the award that will be used for measuring program progress.

3. Quarterly Progress Report:

The implementing partner will submit a quarterly report two weeks after the end of each of the first three quarters. This means that these reports are due within two weeks after each December 31, March 31, and June 30. Quarterly reports will summarize progress in relation to agreed-upon outcomes and milestones contained in the Annual Work Plan and will specify any problems encountered and indicate resolutions or proposed corrective actions. For each action, the Recipient will designate responsible parties and establish a timeframe for completion. The report will list activities proposed for the next quarter insofar as they deviate from the approved Annual Work Plan, along with an explanation. Progress reports should include financial information, including pipeline levels and accrued expenses. Quarterly reports should focus attention on activities not taking place in line with what is outlined in the Annual Work Plan. They should not exceed 15 pages, and they should make use of tables, Gantt charts, and/or other project management tools that enable large amounts of information to be quickly and easily digested.

4. Annual Progress Reports

The Recipient shall submit one original copy of the progress report to the Agreement Officer's Representative on an annual basis. In case of multiple implementers such as joint ventures or consortia, the Recipient shall submit single annual progress reports which consolidate activities and analyses of all partners into one document. The reports may be submitted by email and shall contain the following information at a minimum:

- a) A summary of activities conducted by all organizations under the Award. This section should highlight which partners have conducted activities, and include a description of progress towards results and relevant trends.

- b) An analytical description of overall program progress towards results that reflects and synthesizes achievements of all partners. This should not be a description of activities from each partner, but rather a broader analysis that examines the progress of all partners in the context of program objectives and expected results.
- c) Problems encountered, reasons why established goals were not met, if appropriate, and how challenges or problems will be overcome during the next reporting period – for example, a brief description of any challenges tied to the political context and/or enabling environment of the countries in which program activities are implemented.
- d) Data on all indicators established in the monitoring and evaluation plan for the Award activities. Data should be disaggregated by gender and other historically disenfranchised populations where relevant.
- e) A comparison of accomplishments to the goals and objectives established for the period.
- f) A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information.
- g) Priorities for programming during the next reporting period.

5. Quarterly Financial Reports

The Recipient shall submit an original and two copies. Financial reports shall be in keeping with 22 CFR 226.52. The Recipient shall submit quarterly financial reports to the AOR and Agreement Officer. In accordance with 22 CFR 226.52, the SF 269 and SF 272 will be the reports that are required for submission on a quarterly basis. However, any new federal financial reporting forms that replace the SF 269 and SF 272 are automatically substituted when OMB and/or USAID issue updates and directives accordingly. The recipient shall submit these forms in the following manner:

- a) The SF 272 and 272a (if necessary) must be submitted via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>) within 45 calendar days following the end of each quarter. A copy of this form shall also be submitted at the same time to the Agreement Officer's Representative.
- b) The SF 269 or 269a (as appropriate) must be submitted to the Agreement Officer's Representative.
- c) In accordance with 22 CFR 226.70-72, the original and two copies of all final financial reports shall be submitted to M/FM/CMP-LOC Unit. The electronic version of the final SF 272 or 272a shall be submitted to HHS in accordance with paragraph (1) above.
- d) Country-By-Country Breakdown of Expenditures, if applicable: The Recipient shall list each country included in the program and the total amount expended for each country under the award for the reporting period in the "Remarks" block on the "Financial Status Report" SF 269 or SF 269A, or on a separate sheet of paper with the "Request for Advance or Reimbursement" SF 270.

6. Final Report

The Recipient shall submit the original copy to the AOR of the Award, one copy to the Agreement Officer, and one copy to USAID Development Experience Clearinghouse (DEC). The final report shall be submitted no later than 90 calendar days after the expiration of the Award and highlight the overall success of the program activities along with any challenges and address the key recommendations or observations included in the external mid-term and final evaluations. Reference 22 CFR 226.51. The final report shall consolidate activities and analyses of all partners, as well as their activities and progress towards results, into one document. This final report shall contain the following information:

- a) An executive summary of the accomplishments and results achieved.
- b) An in-depth analysis of impact and results that synthesizes achievements of all organizations that contributed towards program objectives. This section should clearly describe activities, major accomplishments and results achieved, including results for all of the activities under the Award.
- c) Final data, compared to baseline data, for all indicators included in the monitoring and evaluation plan for Award activities. This section should include disaggregated data by gender, historically disenfranchised groups and other relevant groups identified.
- d) A summary of problems/obstacles encountered during the implementation, and how those obstacles were addressed and overcome if appropriate.
- e) Significance of these activities for capacity building for achievement of food and nutrition security worldwide.
- f) Lessons learned, best practices, and other findings from the Award, along with recommendations for future programming under each of the program objectives.
- g) A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information.

7. Geospatial Data: Geo-enabled Performance Management Data and DevResults/Haiti Reporting Requirements

Per USAID Forward policy, one of USAID/Haiti's priorities is spatially portraying all of its activities. To meet this requirement, USAID Implementers will collect geo-enabled data (geographic data) and report to the Mission's information management and monitoring system entitled DevResults/Haiti. This will ensure that Implementers report geo-enabled performance management data to USAID/Haiti in a standardized format.

A major premise for using the DevResults/Haiti information management system lies in asking the question of "where" for (a) baseline, (b) results, (c) beneficiaries, (d) outputs, (e) activities and, (f) resources. This approach of providing a place-based spatial dimension to the parameters portraying USAID activities and reporting is termed 'geo-enabled performance reporting'.

All performance data has an inherent geographical dimension. USAID/Haiti seeks to utilize all performance data in its own geo-enabled reporting system. All data must be collected in a fashion that:

- Best explains where the activity is being implemented (e.g. Department, Commune, Commune Sectional, facility); and
- Uses standard geographic names as recognized by the Government of Haiti and/or other identifiers as determined by the Implementer as important reference codes; and is able to be arranged in standard database format that can be easily shared between software systems (i.e., the data has unique field names, can be easily converted to a csv or other common file type).
- Provides detailed information on activities and associated indicators.

USAID/Haiti will provide guidance and training to assist the Implementer at the start of the project to ensure proper data collection and reporting to the DevResults/Haiti system.

Geo-Enabled and Other Data

If the Implementer has collected, purchased, or acquired, any data, spatial or non-spatial, to meet the project goals and objectives with funds from the U.S. Government, in whole or in part, either as a component or as part of design and implementation of a project, then the Implementer must:

- Document digital spatial data according to Federal Geographic Data Committee (FGDC) Level 1 metadata standards (see www.fgdc.gov);
- Deliver to USAID digital copies of spatial data with accompanying metadata; and

Make spatial data available to the public at the cost of reproduction. (Free tools are available to create this metadata at the following link: <http://www.fgdc.gov/metadata/geospatial-metadata-tools>)

Eligibility

USAID is seeking applications from non-governmental organizations (NGO), including any non-profit, for-profit not charging a fee, Universities, or voluntary organizations, organized on a local, national or international level. Applications must meet the following criteria:

- Demonstrate experience in the technical areas being proposed in achieving measurable results, beyond a sequence of activities, and must contribute toward a significant development impact and be clearly articulated in the application.
- Provide innovative ideas regarding how research and development services and programs will be integrated into economic growth and agriculture (and other) sector endeavors in order to maximize impact and cost-savings. Such evidence might include, for example, a plan that details how activities and funding under the award will be coupled with other endeavors and resources that contribute to the targeted development impact.
- Provide convincing evidence that the programs developed and implemented with USAID funding will be continued and sustained beyond the term of the award.

- Demonstrate a feasible plan for managing activities, including capacity development of local partners, a common monitoring & evaluation framework, and evidence of willingness of all partners to collaborate.
- Demonstrate experience with implementing programs of similar scope and complexity with USAID or a similar donor agency, including a successful history of capacity building for and/or knowledge transfer to local institutions/entities and partners.
- Provide evidence of intimate knowledge of the Haitian context and ability to work in support of the Government of Haiti's priorities.
- Demonstrate sound knowledge of Government of Haiti, US government and other donor-supported programs in the target regions.

F. MANAGEMENT REVIEW AND EXTERNAL EVALUATIONS

Award annual progress reports, the performance monitoring and evaluation plans and financial reports will form the basis for the annual reviews and approval of annual work plans by the AOR to review program directions, achievement of the prior year work plan objectives, and major management and implementation issues. The results of the review will generate recommendations for any changes or improvements as appropriate.

The Recipient will conduct external mid-term and USAID will carry out the final evaluation to review the overall program progress, program's impact on existing gender gaps, assess the continuing appropriateness of the program design, and identify any factors impeding effective implementation of the Agreement. Management of the Award, particularly the use of all consortia members, sub-grantees and others, also will be considered in the evaluations.

Development Corridors

From the USG Post Earthquake Strategy:

"The USG Haiti Strategy supports the GoH pursuit of decentralization. To this end, USG resources will target nascent economic opportunities and facilitate sound urban planning in GoH designated growth poles outside of Port-au-Prince. At the same time, each development corridor will be anchored by one or two critical watersheds within the corridor boundaries. USG supported agricultural investments in each of these watersheds will both counterbalance and fuel the industrial and commercial growth in the pole cities. While this strategy will support vital basic services and public institutions, the animating ambition of the new USG strategy for Haiti is economic growth. In particular, the USG will target its investments to critical public infrastructure and financing, market information, and regulatory systems that can prove catalytic to real growth, creating islands of excellence within the country. Electricity, ports, roads, irrigation and phytosanitary technology, microfinance and national commodity pricing and taxation systems, a housing trust fund, streamlined licensing and titling systems—these are the critical investments and the foundation of national systems that the private sector requires to enter the Haitian market."

G. AUTHORIZING LEGISLATION

The authority for this RFA is found in the Foreign Assistance Act of 1961 and the resulting award(s) will be administered in accordance with OMB Circulars, 22 CFR 226, and USAID's Automated Directives Systems (ADS) Chapter 303, "Grants and Cooperative Agreements with Non-Governmental Organizations" as applicable. These policies and regulations can be viewed or downloaded from USAID's Web Site <http://www.usaid.gov/business/regulations/>.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to this program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the cooperative agreement. **USAID reserves the right to fund any or none of the applications submitted.**

ENVIRONMENTAL REVIEW

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Cooperative Agreement.

An Initial Environmental Examination (IEE) [LAC-IEE-11-14] has been approved for the Program funding this RFA. The IEE covers activities expected to be implemented under this award. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The applicant shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this solicitation.

As part of its initial Work Plan, and all Annual Work Plans thereafter, the Recipient, in collaboration with the USAID Agreement Officer's Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for AOR and

MEO review and approval. No such new activities shall be undertaken prior to receiving written prior approval of environmental documentation amendments.

Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from the AO or the AOR.

Cost and technical proposals must reflect EMPR and EA preparation costs and approaches.

In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by the AO or the AOR. In case of conflict between host country and USAID regulations, the latter shall govern.

Applicants should refer to the Economic Growth and Agricultural Development office's Initial Environmental Examination to inform this process.

GENDER ISSUES

The Support to Agricultural Research and Development Program should help promote Gender Considerations, in which both men and women have equal opportunity to benefit from and contribute to economic, social, cultural and political development; enjoy socially valued resources and rewards; and realize their human rights. Gender inequality limits agricultural productivity because female farmers have less access to the productive resources and services, such as land, livestock, human capital, financial services and new technology that are required by agricultural producers. The activities under this project must acknowledge and take into account the different needs of men and women in different stages of life and adopt approaches that are inclusive. The project will collect and analyze sex-disaggregate data, set gender sensitive indicators, and undertake actions that will foster women's and men's equal participation and address gender-related issues as identified.

Offerors should consider activities that aim to/consider

- Increase accessibility and relevance of training for women farmers and processors
- Enhance women's roles in producer associations
- Integrate messages of gender equality
- Women's roles as traders and processors as well as farmers
- Women's roles as producers both in terms of working on family plots and smaller garden plots
- Differences in land access, literacy, available time
- Intra-household dynamics including decision-making over earnings and GBV

ADS 205.3.5 states that regardless of the acquisition mechanism, project teams must reflect the findings of the gender analysis, which was conducted for a project/activity, in the different components of the solicitation (e.g., the Statement of Work (SOW) and Program Description (PD)), project deliverables, key personnel requirements, and monitoring, evaluation, and reporting

requirements). Therefore all bidders should lay out in their proposals how they are planning to address the findings of the gender analysis.

ANNEX FOR SECTION I

Reference Materials

Bellande, et al. *Historique des Interventions en Matière d'Aménagement des Bassins Versants en Haiti et Lecons Apprises*.

Murray G.F. and M.E. Bannister, 2004, **Peasants, agroforesters, and anthropologists: A 20-year venture in income-generating trees and hedgerows in Haiti**; *Agroforestry Systems* **61**: 383–397, 2004

Smucker, Glenn, et al. *Environmental Vulnerability in Haiti*.

http://pdf.usaid.gov/pdf_docs/PNADN816.pdf

Smucker, Glenn R., G. Fleurantin, M. McGahuey, B. Swartley (2005), Agriculture in a Fragile Environment: Market Incentives for Natural Resource Management in Haiti; Order No. 521-O-00-05-00066-0, **USAID/Haiti Mission/EG**; Port-au-Prince

Sperling, Louise, et al. *Seed System Security Assessment Haiti*

The Full report in English:

http://www.ciat.cgiar.org/work/Africa/Documents/SSSA_Haiti_2010_final_report_August_2010.pdf;

Annexes:

http://www.ciat.cgiar.org/work/Africa/Documents/SSSA_Haiti_2010_final_report_annex.pdf

United States Department of State. *Post-Earthquake USG Haiti Strategy: Toward Renewal and Economic Opportunity*. <http://www.state.gov/documents/organization/156448.pdf>.

Environmental Guidelines for Development Activities in Latin America and the Caribbean.

<http://www.usaidgems.org/bestPractice.htm>

[END OF SECTION I]

SECTION II – BASIC AWARD INFORMATION

1) ESTIMATED FUNDING: Subject to the availability of funds, USAID intends to provide approximately **\$13,730,000 for one award** to implement the SARDP project. USAID may award with or without negotiations/discussions to one responsible applicant whose application presents the best value to the government, cost and other factors considered. **USAID reserves the right to fund any or none of the applications submitted.**

2) PERFORMANCE PERIOD: The performance period is five (5) years from the date of award.

3) AWARD TYPE: USAID anticipates the award will be a **Cooperative Agreement. Substantial Involvement** under the award(s) is expected to be as follows:

- Approval of the recipient's annual work plans.
- Approval of specified Key Personnel.
- Agency and recipient collaboration or joint participation.
- Approval of sub-grant agreements.

4) AUTHORIZED GEOGRAPHIC CODE: The Authorized **Geographic Code is 937** for the procurement of goods and services.

5) BRANDING STRATEGY AND MARKING PLAN: The successful applicant(s) will be required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer. A Branding Implementation Strategy and Marking Plan shall be in accordance with USAID Branding and Marking plan as required per ADS 320. Refer to ADS 320, (<http://www.usaid.gov/policy/ads/300/>) specifically 320.3.3.3 for more information. The Recipient shall comply with the requirements of the USAID “Graphic Standards Manual” available at www.usaid.gov/branding, or any successor branding policy.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

- 1) USAID policy encourages competition in the award of grants and cooperative agreements. In response to this RFA, any U.S. or non-U.S. organization, non-profit, or for-profit entity is eligible to apply for all or sections of the RFA. **All applicants shall be required to be registered to legally operate in Haiti within 30 days after award.**
- 2) USAID encourages applications from potential new partners.

(END OF SECTION III)

SECTION IV – APPLICATION SUBMISSION INFORMATION

SUBMISSION AND PREPARATION GUIDELINES

Submit Questions and Full Applications as follows:

Electronically to the following e-mail address(es):	USAID.OAA.SIDP.SI@gmail.com w/ cc to rwatson@usaid.gov
Questions no later than:	October 24, 2014 (see cover letter)
Full Applications no later than:	November 3, 2014 (see cover letter)

ELECTRONIC SUBMISSION OF APPLICATIONS IS REQUIRED; Receipt by the e-mail addresses and before the deadline indicated below shall constitute timely receipt of the application. RECEIPT TIME IS WHEN THE APPLICATION IS RECEIVED BY THE USAID/HAITI INTERNET SERVER.

Applications which are submitted late or do not follow the instructions contained herein will not be considered in the review process.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format.

Applications must conform to the guidelines of this section and include the Representations and Certifications provided in this Section IV. In the event of deficiencies in the Representations and Certifications submitted with the Application, they must be completed before final award is made.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will only consider applications conforming to the format prescribed below.

TECHNICAL APPLICATION FORMAT

Technical Applications must be submitted electronically in unprotected MS Word and .pdf (Adobe Acrobat) versions. USAID shall only accept applications submitted in English; however applications may also include French translations at the applicant's discretion.

In case of any conflicts between the MS Word, .pdf and other language versions of the application, the English .pdf version will govern and will be the only version presented to the Technical Evaluation Committee for review.

FORMAT AND PAGE LIMITATIONS

Technical Applications must be typed on standard letter-sized paper (8.5 X 11 inches), 1 inch margins, using a font size of 11 pt EXCEPT within tables where the font may be smaller, but MUST be legible.

Technical Applications are limited to 15 pages. Any pages exceeding the prescribed page limit will not be considered for evaluation.

Annex(s) to the technical applications are limited to 15 pages and should present the requested information in a concise manner.

Any pages submitted in excess of the prescribed page limits indicated below will not be considered for evaluation.

Technical Application introductory pages shall include the following:

- Page 1: COVER PAGE, indicating the Proposal Title and the name of the applicant Organization, name of the organization's authorized legal representative, mailing and e-mail addresses, telephone and fax-numbers.
- Pages 2-3: TABLES OF CONTENTS and TABLE OF ACRONYMS
- Page 4-5: EXECUTIVE SUMMARY of objectives, results, technical and management approach

Remaining Technical Application pages must be structured as follows:

A. Technical Approach

Applications must clearly and concisely describe how the stated goal and objectives of the Program Description will be met, and how expected results will be achieved. The technical application must demonstrate the feasibility, sustainability and innovativeness of the technical approach. Clear benchmarks for measuring progress are must be proposed, with activities that demonstrate a feasible approach to reaching those benchmarks and the expected end-of-project

results. Applications must demonstrate compliance with environmental regulations and procedures and addresses cross-cutting issues of gender, decentralization, sustainability, child protection.

B. Planning Monitoring and Reporting

The applicant will clearly and completely present their planning, monitoring and reporting processes. The applicant will prepare a draft Performance M&E Plan that is feasible and will monitor project progress, output and impact. The draft Performance M&E Plan will present ambitious indicators and targets that address the concerns/challenges brought forth in the program description (including gender inequality, equitable knowledge and access to nutritious food, and access to healthcare). Proposed data collection will be sex-disaggregated (whenever possible), well planned and include ongoing improvement processes. A draft Monitoring and Evaluation Plan must be submitted as **Annex I**. (see below)

C. Project Management and Staffing Plan

Applications must describe a detailed management approach for implementing the proposed program, including specifying the composition and organizational structure of the entire implementation team (i.e. home and field offices), and describe each team member's role. Resumes for significant staff which an applicant wants to highlight *other than* Key Personnel may be included in **Annex II**. (see below)

Applications must also address how relationships with affiliated partners, if any, will be managed and describe plans for capacity building of any local, nascent and/or small business organizations.

D. Past Performance

The application provides information on past experience in undertaking a similar or related project, in both complexity and diversity, as the activities covered in the RFA. The application is expected to present information on past performance in working effectively with and building the capacity of local organizations, and experience implementing programs in the Haiti or similar development contexts. Reference data and contact information shall be included in **Annex III**. (see below)

E. Key Personnel

Applicants will provide information on proposed Key Personnel that have the requisite experience and expertise to meet or exceed requirements specified. Expertise and attributes may be verified through interviews, at the discretion of the Technical Evaluation Committee. Resumes and commitment letters of proposed Key Personnel must be included in **Annex II**. (see below)

F. Organizational Capacity

The applicant must demonstrate the institutional capability to plan, implement, and support complex programming and the range of activities outlined in the RFA, including the ability to managing institutional relationships, identify appropriate subcontractors and sub-grantees as needed, and minimize non-productive costs.

Technical Applications must include a description of the applicant's mission, history, current activities, organizational structure and resources that support its capacity to achieve the objectives of the program. Similar information should be provided for proposed partner organizations. Applicants should demonstrate an understanding of the economic, political and social context of Haiti and an ability to work under the often extreme conditions found in Haiti or other similar development contexts.

ANNEXES SHALL BE NUMBERED I-III:

ANNEX 1: DRAFT MONITORING AND EVALUATION PLAN

ANNEX 2: KEY PERSONNEL AND CRITICAL STAFF RESUMES AND LETTERS OF COMMITMENT

ANNEX 3: PAST PERFORMANCE REFERENCE DATA AND CONTACT INFORMATION

COST APPLICATION FORMAT

The Cost Application is to be submitted via a separate file and e-mail from the technical application. This is due to the strict page limitations for the Technical Application. A Cost Application consists of:

- The **SF-424**, Application for Federal Assistance; **SF-424A**, Budget Information – Non-Construction Program; and **SF-424B**, Assurances – Non-Construction Programs. These forms may be downloaded from the following website:
http://www.grants.gov/agencies/aapproved_standard_forms.jsp;
- A summary budget;
- A detailed/itemized budget;
- A budget narrative explaining costs to be incurred as described more fully below;
- And other administrative documentation as required.

Please be sure that the budget includes at least the following elements:

- The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- The breakdown of all costs according to each partner organization involved in the program, in the same detail and format as the budget template. Describe sub-award arrangements to the extent they are known at the time of application development: In case there are multiple organizations and partners, please explain as clearly as possible the management structure and how the parties are going to interact. If there are formal legal arrangements such as sub awards or sub contracts please clearly explain how these are to be structured and list past experience between the organizations. NOTE: If sub-awards are anticipated and not explained in the original application, the agreement officer's approval (after award) may be required before the sub-agreement may be executed.
- A copy of the self-certification for compliance with USAID policies and procedures for personnel, procurement, and travel.
- A copy of the organization's U.S. Government Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.
- Provide sufficient information to confirm and ensure that the proposed cost sharing will materialize.

(END OF SECTION IV)

SECTION V – APPLICATION REVIEW INFORMATION

The technical applications will be reviewed by a Technical Evaluation Committee (TEC) and costs will be reviewed by the Office of Acquisition and Assistance (OAA) at USAID/Haiti. Following the review of the applications, a correspondence will be sent to all applicants describing the outcome of the review. USAID reserves the right to determine the final funding level of the resultant award(s).

TECHNICAL EVALUATION:

The Technical Evaluation Criteria are tailored to the requirements of this particular RFA and are listed below. The Applicants should note that these criteria serve to: (a) outline specific items which the Applicant should address in the proposal and (b) set the standard against which all proposals will be evaluated. The Proposal and Submission Information outlines the organization of the Technical Proposal narrative section.

Technical Approach (30 points)

Overall Approach: The technical approach will be evaluated on the feasibility, sustainability, creativity and innovativeness of the proposal. The application will be evaluated on its approaches to compliance with environmental regulations and procedures and the approaches towards cross-cutting issues of gender, decentralization, sustainability, child protection. Clear benchmarks for measuring progress are proposed, and proposed activities demonstrate a feasible approach to reaching those benchmarks and the expected end-of-project results.

Technical Interventions: Proposed activities are appropriate and comprehensive and respond to the programmatic principles. The proposal will incorporate state-of-the-art technical knowledge and best practices to improve the quality of data and scale up prioritized interventions.

Applicants should seek to identify GoH key contacts for the Departments covered by this program as well as local organizations to work with, and reinforce during the implementation of this program.

Planning, Monitoring and Reporting

The planning, monitoring and reporting processes are comprehensive and clear. The draft Performance M&E Plan is complete and feasible and will monitor project progress, output and impact. Indicators and targets are ambitious, address the concerns/challenges brought forth in the program description, and achievable and data quality is assured. Data collection is sex-disaggregated (whenever possible), well planned and includes ongoing improvement processes.

Project Management and Staffing Plan

Applications will be evaluated on their proposed management and administrative arrangements for program implementation. Factors in the evaluation include the degree to which applications are well thought out, cost effective, the nature and contribution of the Applicant cost-share, maximize the use of local organizations (including women-led organizations and organizations led by persons with disabilities) and minimize administrative burdens. Organizational structures, decision-making authorities, and knowledge sharing are thoughtfully presented and relevant to achieving the desired results. Proposed processes are appropriate for interaction with USAID, the Haiti Mission, the Government of Haiti and other in-country partners. Proposed approaches to financial management will contain costs, ensure timely and accurate financial reporting, and support sub-partners, if any. The proposed staffing pattern and numbers and types of positions proposed are responsive to RFA technical requirements and represent an optimal configuration for efficiency and cost containment. The proposal prioritizes the leveraging of talent and recruitment of Haitian professionals, especially those with direct experienced working with the Haitian Ministry of Agriculture.

Applications will also be evaluated on their ability to address how relationships with affiliated partners, if any, will be managed and describe plans for capacity building of any local, nascent and/or small business organizations.

Past Performance

The application will be evaluated on past experience in undertaking a similar or related project, in both complexity and diversity, as the activities covered in the RFA. Included in this evaluation are a track record of working effectively with and building the capacity of local and national organizations; and experience implementing programs in the Haitian context.

Applicants lacking relevant past performance history will receive a neutral rating for past performance.

Key Personnel

Proposed Key Personnel will be evaluated on their experience and expertise and meet or exceed requirements specified. Individually and collectively, proposed key personnel show evidence of strong leadership skills and ability to build collaborative relationships. Every effort should be made to ensure that qualified men and women, as well as persons with disabilities, are equally considered for key personnel positions.

Organizational Capability

The applicant will be evaluated on the institutional capability to plan, implement, and support complex programming and the range of activities outlined in the RFA, including the ability to managing institutional relationships, identify appropriate subcontractors and sub-grantees as needed, and minimize non-productive costs. Special consideration shall be given for the applicant's demonstrated ability to manage the amount of funding requested by its application.

The Applicants possesses in-depth knowledge and expertise in the social, economic and political context of Haiti.

(END OF SECTION V)

SECTION VI – OTHER INFORMATION

1. MANDATORY STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL RECIPIENTS

Please refer to the following website to access the above mentioned Provisions:

<http://www.usaid.gov/policy/ads/300/303maa.pdf>

2. MANDATORY STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

<http://www.usaid.gov/sites/default/files/documents/1864/303mab.pdf>

3. STANDARD FORMS 424, 424A AND 424B, APPLICATION FOR FEDERAL ASSISTANCE, BUDGET INFORMATION-NON-CONSTRUCTION PROGRAMS AND ASSURANCES-NON-CONSTRUCTION PROGRAMS

The SF 424, SF 424A and SF 424B documents are not included but can be found at the following website:

<http://www.grants.gov>

Linkages to other aspects of USAID's Portfolio: It is expected that the project will initiate its efforts in the development corridors in conjunction with ongoing and upcoming USG programming related, and providing complementary effort, to this endeavor in those same geographic areas. This project will need to establish key linkages to those programs as described below:

Feed-the-Future

Feed-the-Future is the United States Government's global hunger and food security initiative. It supports country-driven approaches to address the root causes of hunger and poverty and forge long-term solutions to chronic food insecurity and under-nutrition. Drawing upon resources and expertise of agencies across the U.S. Government, this Presidential Initiative is helping countries transform their own agriculture sectors to grow enough food sustainably to feed their people.

Feed-the-Future is the United States' contribution to a collaborative global effort that supports country-owned processes and plans for improving food security and promoting transparency. Through Feed-the-Future, the U.S. Government is renewing its commitment to agriculture and economic growth and focusing on harnessing the power of the private sector and research to transform agricultural development. The Feed-the-Future collective efforts advance global stability and prosperity by improving the most basic of human conditions: the need that families and individuals have for a reliable source of quality food and sufficient resources to purchase it.

AVANSE Feed-the-Future North

This flagship agriculture program in the Northern Corridor will simultaneously implement a comprehensive agriculture development program and build capacity of local organizations to further procurement reform efforts. For the first three years of the program, the FTF Partnership will implement a program of integrated economic, watershed, and agricultural development activities in the Northern Corridor. Beginning in the third year, most of these activities will be transitioned to local organizations, with the FTF Partnership acting primarily as a coordinating body in years four and five. To further make use of local organizations, under the FTF Partnership, at least 70 percent of the funds for the first three years will go to local organizations with less than 30 percent of the funds will be used for oversight, technical assistance, administration, and overhead costs. In regard to capacity building of local organizations, the FTF Partnership will be required to strengthen project development, proposal preparation, accounting, results reporting and related systems, with the final goal of having these organizations certified to receive USAID funding directly (this will be done by a separate USAID project). In order to incentivize certification, the implementer will see its fee reduced if it does not meet certification benchmarks in year 3. The FTF Partnership aims to raise incomes for rural households in the Northern Corridor.

Basic Health Services Delivery

This program supports health service delivery in more than 160 public and non-governmental organization (NGO) health facilities throughout Haiti. Core services provided through the program include maternal health; child health; HIV/AIDS services, including antiretroviral therapy, prevention of mother-to-child transmission (PMTCT), palliative care, voluntary testing and counseling (VCT); tuberculosis (TB) diagnosis and treatment; family planning; and nutrition. At the community level, it supports rally posts, training, and personnel—including 5,168 traditional births attendants (TBA) and 1,544 community health workers.

Health referral networks –The USGs operational approach to service delivery in Haiti seeks to strengthen the functionality of the Unite Communal de Sante UCS (Communal reference networks) strategy so that they become effective referral networks. In particular the USG aims to ensure that within each UCS all the facilities know they are in a single network; someone is supervising the whole network; there is a process for referring patients from one level to the other; there is a process for counter-referral so that the sending institution knows that the patient arrived at the receiving institution and the sending institution is informed of any follow up or ongoing care needed after the acute event; there is a formal relationship between service providers in the network such that all service providers adhere to the referral discipline, refer appropriately, and follow the agreed protocols of care; there is a physical process for patient referral which includes transport, case worker accompaniment, and information provision to the client on follow up actions and the reasons for referral and also to the central level on the actions taken; and finally the UCS referral networks will include a process for the network supervisor to access help when a problem is identified.

(END OF SECTION VI)

SECTION VII: SPECIAL PROVISIONS /CERTIFICATIONS AND ASSURANCES

PART I: Special Provision for activities using USAID funds appropriated under the Consolidated Appropriations Act, 2014 (Public Law 113-76):

1: REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION (August 2014)

(a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

For the purposes of section 7073, it is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Applicant Representation:

(1) The Applicant represents that it is ☐ is not ☐ an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) The Applicant represents that it is ☐ is not ☐ an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

PART II - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its

successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf> or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website:

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

i. an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>) or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

**PART II – KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG
TRAFFICKING**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

**PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG
TRAFFICKING**

1. I hereby certify that within the last ten years:

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
- c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

See Survey on Ensuring Equal Opportunity for Applicants at the below internet link:

<http://www.ed.gov/fund/grant/apply/appforms/surveyeo.pdf>

(END OF VII)

END OF REQUEST FOR APPLICATIONS